The
New York Society Library
Presents:

Microsoft Word
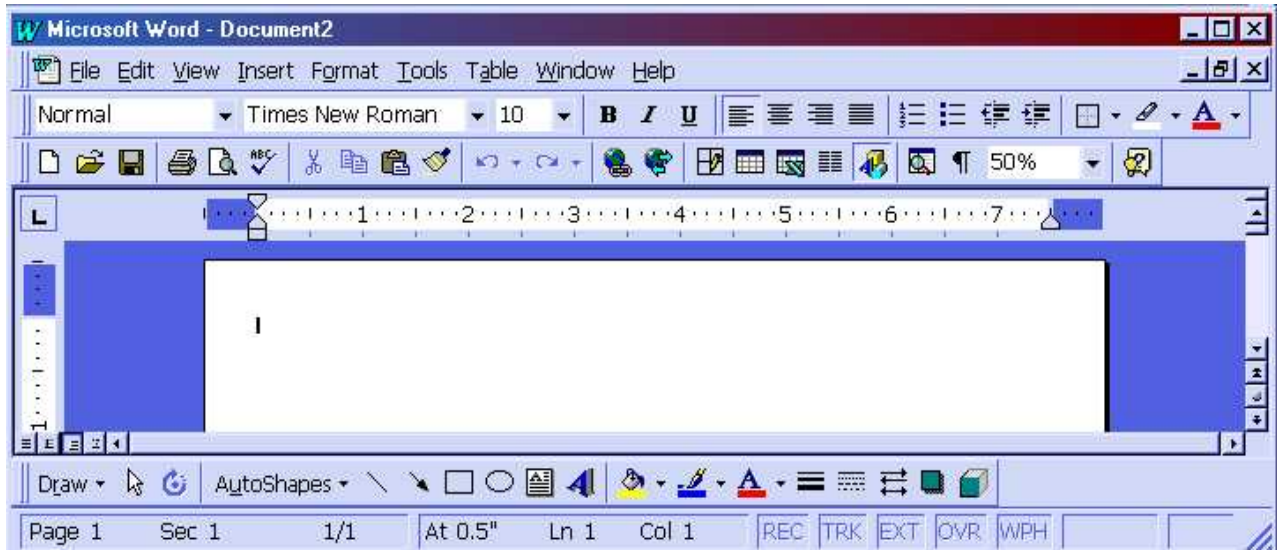## Ingrid Richter
Head of Systems

INDEX

OVERVIEW

MICROSOFT WORD
Click *Start→ Programs→ Microsoft Word*

Microsoft Word is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing, web publishing and bulk mailings.

Other word-processing programs include: Ami Pro, Q&A Write, Word Perfect, WordStar, MultiMate, DisplayWrite, PC Write, XY Write, Professional Write, Peach Text, Easy Writer II, Volkswriter, Select, Scriptor, Scriptsit II, Perfect Writer, Spellbinder, Grammatik, Microlink II, and Writenow.

Microsoft Word uses the following word-processing terms: Word Wrap, Mail Merge (formerly File Insertion), Block Move, Copy Block, Find All (formerly Global Search), Replace (formerly Search and Replace), Spell Check (formerly Dictionary), Centering, Print Preview (formerly Page Display) and Automatic Pagination and Alignment (formerly Justification).

Microsoft Word has kept these text-formatting terms: underline, boldface, subscript, superscript and strikeout. These can be found in *Format→ Font*.

To convert old word-processing documents into Microsoft Word, save the file in text (or ASCII) format and open it in Microsoft Word. ASCII (American Standard Code for Information Interchange) is a pure text format that is universally read in all programs (including DOS). It also removes all customization (bold, underline, indent, page numbers, headers and footers).

To convert Microsoft Word documents into ASCII files, select *File→ Save as→ Save as Type: Text Only (*.txt)*.   This will remove all of Microsoft Word's formatting and will allow your document to be opened by any word-processing program.

MICROSOFT WORD
BEFORE YOU START:

TOOLBARS
View → Toolbars

If they are not already active, add the following two toolbars: **Standard** and **Formatting** (*View→Toolbars*; both should have a checkmark next to them) to your document.   The Standard Toolbar includes the basic function such as saving, printing, cutting & pasting; the Formatting Toolbar contains the font size, type, layout, etc.

Additional toolbars you might want to add include: Auto Text, Control Toolbox, Database, Drawing, Forms, Pictures, Reviewing, Tables and Borders, Visual Basic, Web and Word Art. Add as many Toolbars as you want, but your workspace will decrease with each additional toolbar.
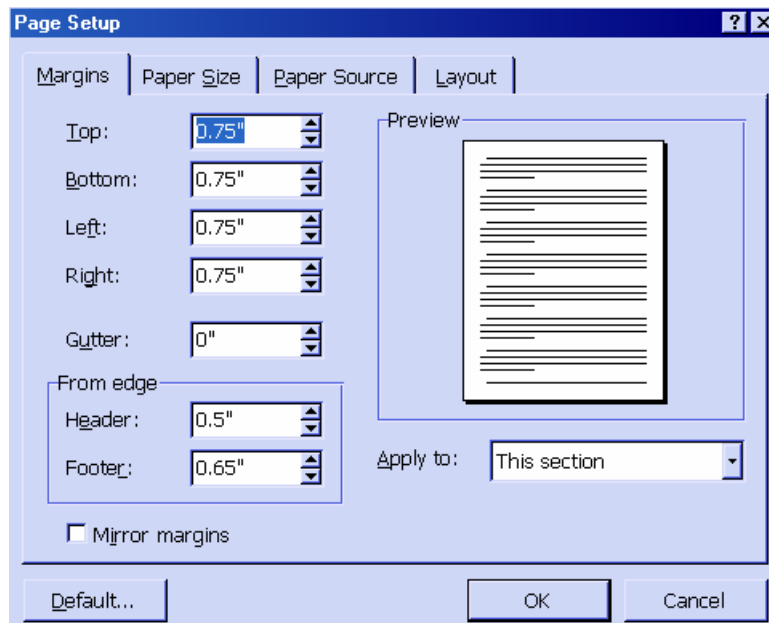
PAGE DEFAULT:
File→ Page Setup

Set your preferred font and font size using the Formatting toolbar (or through the Format menu). Enter *File→ Page Setup* to set the paper size, alignment and page margins for the document and press "*Default*". All new documents you create will now start with these default settings.

GETTING STARTED
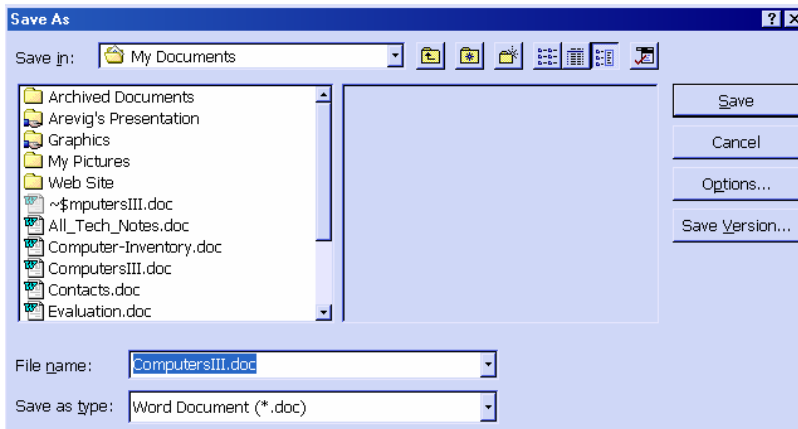
CREATING A NEW DOCUMENT:
File→ New

To create a new document, click the New button, or select *File→ New*. Microsoft Word includes several templates (called "Wizards") if you do not wish to custom-format your document. These Wizards include (but are not limited to): Business Letter, Letterhead and Envelopes, Memos, Fax Sheets and Sending FAX via the modem, Newsletters, Resume and Cover Letters and Online Manuals.

SAVING A DOCUMENT:
File→ Save or File→ Save As

Select *File→ Save*. When you first create a Microsoft Word document, you will need to select a name for it (Microsoft will default to either doc1.doc or the first several letters in the document). If you save the document as a Word Document (*.doc), the default, all your formatting will also be saved. The file will also be quite a bit larger than a text document (sometimes 3-4 times larger).   Subsequent saves will now be under this name. To save the file under a different name/type/location, select *File→ Save As* instead.

CHECKING SPELLING:
Tools→ Spelling and Grammar

To run the spell-checker once you are done typing the document, either click on the check-mark icon on the Standard toolbar or select *Tools→ Spelling and Grammar*. You can add words to the custom dictionary (such as your name) so that it will automatically correct for them. Click *Tools→ Spelling and Grammar→ Options* to change your default options.

COPYING/MOVING TEXT:
CTRL-C, CTRL-V

To select any amount of text, drag over it. To select a word, double-click it. To select a line, click to the left of it. To select multiple lines, click to the left of a line and drag up or down. The easiest way to move or copy text a short distance is to select the text, point to it, hold down the mouse button, drag the dotted pointer to the new location and then release the mouse button.

Font...
Paragraph...
Bullets and Numbering...
Borders and Shading...

Columns...
Tabs...
Drop Cap...
Text Direction...
Change Case...

AutoFormat...
Style Gallery...
Style...
Background...

Insert Text Box

BORDERS:
Format→ Borders and Shading

Select the text and go to *Format→ Borders and Shading*. Choose one of the preset border style icons under "Setting". You can also control the style by choosing a pattern from "Style" list and the color from "Color" list.

DROP CAP:
Format→ Drop

To create a large first letter in a paragraph, highlight the letter and select *Format→ Drop Cap* from the menu. Sample is shown on this paragraph.

FIND & REPLACE
Edit→ Replace

You can automatically replace text — for example, you can replace "Acme" with "Apex." On the Edit menu, click Replace. In the Find what box, enter the text that you want to search for. In the Replace with box, enter the replacement text. Select any other options that you want. Click Find Next, Replace, or Replace All. To cancel a search in progress, press ESC.

FONT STYLE:
*Format→ Font*

TO CHANGE THE FONT, STYLE OR COLOR OF THE TEXT, HIGHLIGHT THE APPROPRIATE TEXT (<CONTROL><A> SELECTS ALL THE TEXT IN THE DOCUMENT) AND EITHER CLICK ON THE APPROPRIATE ICON ON THE FORMATTING TOOLBAR OR SELECT *FORMAT→ FONT* FROM THE MAIN MENU.

There are two major types of fonts: Serif and Sans-Serif. Serif fonts are used for large, flowing blocks of texts that the reader will read paragraph after paragraph. Serif fonts include: Times New Roman, Century & Book Antiqua. Sans-Serif fonts are used for large, flowing blocks of texts that the reader will read paragraph after paragraph. Sans-Serif fonts include: Arial & Verdana.

HEADER/FOOTER:
View→ Header/Footer

On the View menu, click Header and Footer to open the header or footer area on a page. To create a header, enter text or graphics in the header area. To create a footer, click Switch Between Header and Footer on the Header and Footer toolbar to move to the footer area, and then enter text or graphics.
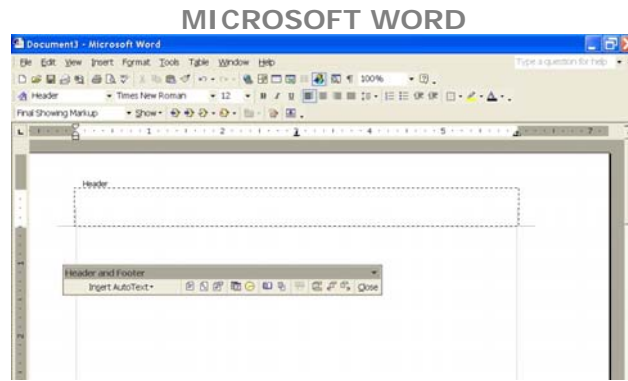
HELP

Microsoft Word stores a handy users manual to it's program under Help→ *Microsoft Help.* This is a great way to find out more about a feature or solve a current problem you have. You do not have to be connected to the Internet to use this manual, and it is included with your software package.

MARGINS:
File→ Page Setup → Margins→ Mirror Margins

To set up margins, Enter *File→ Page Setup* to set the paper size, alignment and page margins for the document. To mirror margins for a page layout (instead of keeping them all the same), select *File→ Page Setup→ Margins→ Mirror Margins.* This will keep the odd and even numbered pages separate. Select *View→ Header and Footer→ Page Setup→ Layout→ Different Odd and Even* to separate the Headers and Footers.

MULTIPLE COLUMNS:
Format→ Columns

If you have long lists that take up far too much space on your document, you can divide that information into columns (up to four).

Highlight the list and select the appropriate icon from the Standard Taskbar, or select *Format→ Columns.* To force a break in a column after an item, select *Insert→ Break→ Column Break.*

SPACING:
Format→ Paragraph→ Spacing→ Line Spacing

To change text spacing, select *Format→ Paragraph→ Spacing→ Line Spacing.*

To add Bullets and Numbered lists,

- highlight the information and
- click on the Formatting toolbar or
- select *Format→ Bullets and Numbering.*

DESKTOP PUBLISHING

GRAPHICS:
Insert→ Picture→ Clip Art or
Insert→ Picture→ From File

To insert pictures in your document, click on the section where you want the picture and select *Insert→ Picture→ Clip Art* (for Microsoft's own supplied set of pictures) or *Insert→ Picture→ From File* (for your own pictures).

HORIZONTAL LINE
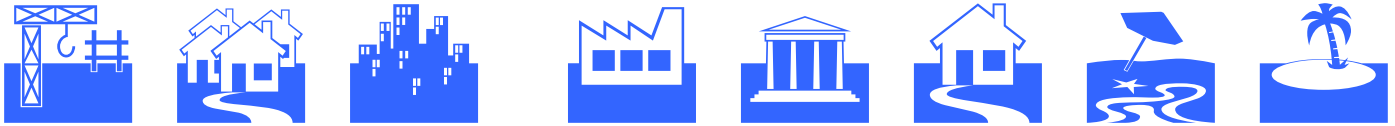*Format→ Borders & Shading→ Horizontal Line*

Horizontal lines are used for dividing up text in a document.
To add a horizontal line to your Microsoft Word document, click *Format→ Borders & Shading→ Horizontal* Line and select one from the options.

SYMBOLS:
Insert→ Symbol

Alternately, you can use a symbol in a large size (*Insert→ Symbol*, then highlight it and change the font size to 72 or larger). Note: Each Font style has it's own unique symbols; check Wingdings and Webdings for common icons.

TEXT BOXES:
Insert→ Text Box

To insert a text box, select *Insert→ Text Box* and use your mouse to draw the upper-left and bottom-right corners (don't worry - you can always change the size later).   Type the text inside the text box.   To remove the border around the Text Box, right-click on the edge of the Text Box and select "*Format Text Box*". Under *Line→ Color,* select "*No Line*" (black is the default). Alternately, you can change the format of the line around the text box.

To change the size of the text box, click on the box and use one of the eight white squares surrounding it (one at each corner for increasing and decreasing size, and one in the middle of each line for skewing proportions).   To delete the Text Box, right-click on the edge of it and select "Cut".   To change the direction of the text in the Text Box, highlight the text (<CTRL><A> for all the text inside the box) and select *Format→ Text Direction.*

MICROSOFT WORD
ADVANCED FEATURES:
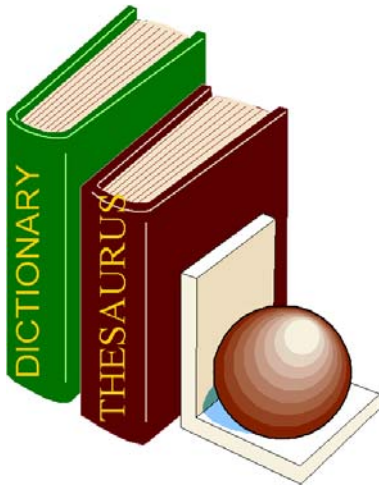
DICTIONARY:
Tools→ Options→ Spelling and Grammar

To correct an error in the Custom Dictionary, select *Tools→ Options→ Spelling and Grammar*.   Under Custom Dictionary (CUSTOM.DIC), press "DICTIONARY" and select "Edit". Delete any incorrect entries in the Custom Dictionary and save.

LINKS:
Create Text Box Link

Your Microsoft Word document can incorporate information from another Microsoft document (Word or Excel). The information is only entered in one unique place; when you change it, it is automatically changed on all linked documents. To create a link, create a new, blank Text Box the information. Right-click on the border of the text box and select "Create Text Box Link". The Text Box will then ask you to point to the original text box (may be in a different document) for the information.

PASSWORD:
File→ Save As→ Options→ File sharing options

Select *File →Save As → Options→File sharing options* and type in your document password (subsequent users will have to enter this password to open the document). This can be used to send encrypted e-mails (password protect and send the file as an attached document. Send the password to unlock the file in a separate e-mail).

SOUND:
Insert→ Object→ Create New→ Wave Sound

You will need to have a sound card and a microphone and speakers installed on your computer for this function.   Select an area where you wish to add sound. Choose *Insert→ Object→ Create New→ Wave Sound*.   Record your message into the microphone and hit "Stop" when you are done. Select *File→ Exit→ Return to Document*. Your document will now have a speaker icon in document.   To play the sound, double-click the speaker icon.

WEB:
Insert → Hyperlink

Highlight the appropriate text. Select *Insert → Hyperlink* (or <CTRL><H>) and type the web address where you want the text to link to. Alternately, you can save any document you type into HTML (Hypertext Markup Language) form by selecting *File→ Save As→ Save As Type: HTML Document (*.htm, *.html, *.htx)*. To view this document as a web page, open it up in a web browser (either Internet Explorer or Netscape Navigator).

Page 9 of 11   *Date: 4/20/2005*

MINOR ANNOYANCES

AUTO CORRECT:
Tools → Auto Correct

Does Microsoft Word keep trying to complete your sentences (i.e. you start typing "Febr" and a yellow note with the word "February" pops up)? You can either hit <ENTER> to accept the suggestion (and avoid typing the rest of the word), or select *Tools→ Auto Correct* to turn these features off.

ANNOYING PAPERCLIP GUY:
Tools→ Options→ View→ ScreenTips

To turn off the annoying paperclip guy (he's known as the "Office Assistant" and he'll offer you tons of "Screen Tips" when you start typing), select Tools→ *Options→ View* and uncheck "*ScreenTips*". You can also right-click on him when he pops up (usually when you start entering a date or a salutation) and select "Hide Assistant".   You can also change him from the paperclip into something more soothing (a jigsaw puzzle piece, etc.).
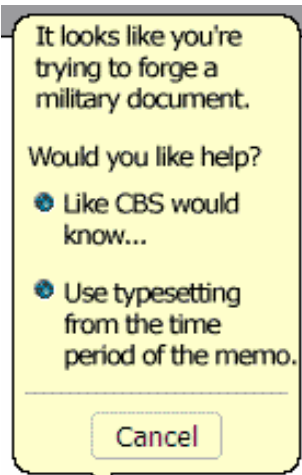
SPELLING/GRAMMAR:
Tools→ Options→ View→ Non-Printing Characters

Is your document plastered in red and green squiggly lines? Enter *Tools→ Option→ Spelling & Grammar* and uncheck "Check Spelling as you type" and "Check grammar as you type" to remove the squiggly lines while you type. Likewise, if you want to get rid of non-printing characters in your document (paragraph and tabs), deselect them in *Tools→ Options→ View→ Non-Printing Characters*

MACRO VIRUSES:
Tools → Options → General → Macro virus protection

The macro feature in Microsoft Word is how hackers can infect your computer. Since it is a program that runs in Microsoft Word, a damaging program can be recorded, sent to you as an attached document, and run when you open Microsoft Word. To prevent such a virus from infecting your system:

(a) Do not open any Microsoft Word attachments that you are not expecting, even if they are from your friends or co-workers,
(b) Check *Tools→ Options→ General→ Macro virus protection*. This will offer you a second level of security
(c) Keep a virus-protection program running on your computer if you use the Internet. McAfee VirusScan and Norton AntiVirus are the two most popular ones on the market (and usually come installed with a new P.C.)

NOTES: